

The Executive Building, 521 So. 14th, Suite 200
P.O. Box 98910
Lincoln, NE 68508
Fax: 402-471-3071
<http://www.supremecourt.ne.gov/mediation>

Nebraska Office of Dispute Resolution:

Mediator Tutorial for Submitting CME and Biennial Reports



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General Information and Instructions

Each individual approved as a Parenting Act mediator shall adhere to the *Nebraska Standards of Practice and Ethics for Family Mediators* and comply with the *Policy for Approval of Parenting Act Mediators* to maintain an active approved status.

In order to maintain said status, an approved Parenting Act mediator shall submit a biennial report to the Nebraska Office of Dispute Resolution (ODR), indicating completion of required CMEs, Parenting Act mediation activity, and other relevant information. Mediators will use the online mediator profile management system provided by ODR at <https://www.nebraska.gov/courts/mediator/index.cgi> in order to submit all the necessary information contained in their biennial report.

Reporting occurs over the course of 2 years, due at the end of each even numbered year. The system will close at the end of each reporting period so that records can be archived.

Timeline for reporting:

December 31st of even numbered year – Last day to submit CMEs and biennial report. Mediators who have not submitted complete biennial reports by the following January 31st will result in having their active status being treated as lapsed. Lapsed status includes removing the mediator's name from the approved list. The mediator would need to reapply for active status.

Throughout each subsequent two-year biennial periods - Approved Parenting Act mediators will begin working towards:

- a) completing eight (8) total CME hours of which one (1) hour is ethics and two (2) hours are in the area of domestic intimate partner abuse, child abuse, or unresolved parental conflict.
- b) In addition to fulfilling CME requirements, mediators shall also continue to mediate Parenting Act cases. Two such cases every two years are the minimum number of cases to mediate to sustain active status.

Logging In

In order to view your profile information, submit CMEs, or submit a biennial report, you must proceed to <https://www.nebraska.gov/courts/mediator/index.cgi> and log in as a user. In order to log in, type in your email address and password in the appropriate fields and then click the "Log Me In!" button.

***Tip:** These entries are case-sensitive.

***Tip:** If you forgot your password, click 'Forgot My Password!' at the bottom of the gray login box and it will be sent to the email address associated with your profile

***Tip:** If you forgot your email address or no longer use the same email account _____.

The screenshot shows the login interface for the Nebraska Judicial Branch Parenting Act Mediator Approval Application. The header features the text "We, The People" in a script font and "NEBRASKA JUDICIAL BRANCH" in a serif font. Below this, the title "Parenting Act Mediator Approval Application" is prominently displayed in a bold, sans-serif font, followed by a "Log In" link. To the right of the title is the ODR (Office of Dispute Resolution) logo, which includes the text "Alternative Dispute Resolution in Nebraska".

On the left side of the login box, there is a paragraph of text: "All mediators mediating under the [Parenting Act](#) are governed by the Act and related statutes, as well as guided by the [Nebraska Standards and Ethics for Parenting Act Mediators](#). In addition, mediators who wish to be eligible for appointment by Nebraska's trial court judges to mediate Parenting Act cases must be approved by the Office of Dispute Resolution as a "Parenting Act mediator." The [Policy for Approval of Parenting Act Mediators](#) describes the approval process, mediator training and educational requirements, and mediator status and grievance process."

The login box itself is a gray rectangle containing the following elements:

- The heading "Log In" in bold.
- An "Email Address:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A "Log Me In!" button.
- Two links at the bottom: "First time users - Create a profile" and "Forgot My Password!"

At the bottom of the page, there is a footer with the links "Accessibility - Privacy - Outside Links".

Navigating the Main Page

Once you enter your email address and password and click the [Log Me In!] button, your personal menu page will appear, welcoming you to the profile management system.

Aside from the welcome message, the main component of this page is the light blue menu bar at the top of the page which lists the functions that you can perform. Choose and click a button on the menu to start the process.

- **View Approved Application** – Click this menu button to review the application you submitted in order to gain approval as a Parenting Act mediator in the state of Nebraska.
- **Update Contact Information** – Click this menu button to edit and update any biographical information that is not current.
- **Report CMEs** – Click this menu button to submit CME courses for approval and to review the CMEs you have already reported for the current period.
- **Complete Biennial Report** – Click this menu button in order to complete and submit your Biennial Report for the current period.

The screenshot shows the 'Parenting Act Mediator Home' page. At the top, there is a header with the text 'We, The People' in a script font and 'NEBRASKA JUDICIAL BRANCH' in a serif font. Below this, the main title 'Parenting Act Mediator Home' is displayed in a large, bold, sans-serif font, with 'Main Page' underneath it in a smaller, italicized font. To the right of the title is the ODR logo, which includes the text 'ODR Office of Dispute Resolution Alternative Dispute Resolution in Nebraska'. Below the title and logo is a light blue menu bar with the heading 'Mediator Home' and four buttons: 'View Approved Application', 'Update Contact Information', 'Report CMEs', and 'Complete Biennial Report'. Below the menu bar, there is a green text box with the message: 'You must use the buttons at the bottom of the pages to save your entries, but you may click on the categories above to navigate through the application. This is a secured site.' To the right of this message, it says 'Welcome,' followed by a 'Log Out' link. Below the green box, the heading 'Mediator Home' is followed by a paragraph of text: 'Welcome to the profile management system for approved Parenting Act mediators. Those who wish to maintain an active status must use this system to submit continuing mediator education hours (CMEs) and an on-line biennial report indicating completion of required CMEs and Parenting Act mediation activity. Reporting occurs over the course of 2 years, due at the end of each even numbered year. The system will close at the end of each reporting period so that records can be archived upon which time it will re-open on February 1st of the odd numbered year.' Below this paragraph, it says 'For step-by-step instruction on submitting CMEs and a biennial report, please review the [CME & Biennial Reporting Guide](#)'. At the bottom of the page, there is a dark blue footer with the text 'Accessibility - Privacy - Outside Links'.

Maintain Your Personal Information

Review and update your personal information any time that it changes.

To start this process, click in the field that you would like to change or edit. Delete the old information and enter what is current. When you are done updating all biographical information on the page, click [Update]. If there are any omissions of required data, the system will prompt you to correct them before it will allow you to proceed. This process allows a mediator to update his or her address, telephone, email, employment and other relevant information as it appears on the records of the Nebraska Office of Dispute Resolution (ODR). This information is used by staff at the ODR to maintain contact with Nebraska mediators for reporting and other purposes as well as to ensure that the List of Approved Parenting Act mediators is current for purposes of the State Court Administrator's Office. A limited portion of this information, consisting of data already in the public domain, is made available to the public.

The screenshot shows the 'Parenting Act Mediator Home' page. At the top, there is a blue header with the text 'We, The People' and 'NEBRASKA'. Below this, the page title 'Parenting Act Mediator Home' is displayed, followed by the subtitle 'Update Contact Information'. A navigation bar contains links: 'View Approved Application', 'Update Contact Information', 'Report CMEs', and 'Complete'. A warning message states: 'You must use the buttons at the bottom of the pages to save your entries, but you may click on the categories above to navigate through the application. This is a secured site.' The main section is titled 'Contact Information' and includes a note: 'The State Court Administrator's Office ensures that the List of Approved Parenting Act mediators is current. Information listed below is accurate and update that which is not.' Below this, a instruction reads: 'The first, last, and middle name should be your legal name.' The form fields are: 'First Name' (with 'J' entered), 'Last Name' (with 'Mediator' entered), 'Middle Name' (empty), 'Business Name' (empty), 'Address 1' (with '12345 This Way Street' entered), 'Address 2' (empty), 'City' (with 'Anywhere in' entered), 'State' (with 'NE' selected), 'Zip Code' (with '12345' entered), 'County' (with 'Douglas' selected), and 'Telephone Number' (with '123-456-7891' entered). Red text '(required)' is present next to several fields.

If your changes are accepted, the following message will appear at the top of the page in red text: *Your updated contact information has been saved.* (If message does not appear, review your application for any errors, correct them, and click update. Pay particular attention to any information you entered which is highlighted in red.) If you are satisfied with the accuracy of the information shown on this page, proceed to another page listed in the main menu. If you are not satisfied with the information on this page, you will edit the information that does not meet your satisfaction and click [Update] at the bottom of the page.

Maintaining CME Records

***Tip:** Use this mediator profile management system to track your fulfillment of CME requirements throughout the reporting period by adding the events and the hours you actually attended at each event as you attend them during the year. The trainings recorded will make up part of your Biennial Report. You will find it helpful to have at least a rough list of the CME events you attended, with certificates of completion if possible, before you begin the process of updating your CME records.

The screenshot shows the 'CME Reporting' web application. At the top, there is a dark blue header with the title 'CME Reporting' and a logo for 'Resolution Alternative Dispute Resolution in Nebraska'. Below the header is a blue navigation bar with the text 'Mediator Home' and four links: 'View Approved Application', 'Update Contact Information', 'Report CMEs', and 'Complete Biennial Report'. A green message box states: 'You must use the buttons at the bottom of the pages to save your entries, but you may click on the categories above to navigate through the application. This is a secured site.' To the right of this message, it says 'Welcome,' followed by a user name and a 'Log Out' link. Below the navigation bar is a section titled 'Previously Reported CMEs For Current Period'. This section contains a table with the following data:

Action	Date Submitted	Program Title	Hours	Status
View Details	2010-09-18	Ethics for Mediators	1	Approved
View Details	2010-09-18	SADR Seminar	8	Approved
View Details	2010-09-18	SADR Seminar	8	Not Approved
Edit Delete	2010-09-30	Family Mediation 101	3	Pending

Previously Reported CMEs for Current Period

CMEs which you have previously submitted will appear in a list at the top of the CME Reporting page. Click [View Details] to review the information you submitted for courses that are either approved or not. Courses listed with a status of 'Pending' are those that have not yet been approved or denied. You may edit or delete the pending course using the appropriate action buttons in the left-hand column. If you edit information for a pending course, be sure to click [Update Course for Approval] at the bottom of the page or [Cancel] to leave the information unchanged.

Submit CME Course Information

To start this process, click on [Report CMEs] in the light blue menu bar at the top of the page. While on the CME Reporting page, use the drop down menus to select the month, day, and year on which the course was completed.

Once you select the date, another drop-down menu will appear entitled, 'Select Approved Course'. If the name of the course you are submitting does not appear in the drop-down menu, select 'Other' and enter the pertinent information in the fields provided. If the course is in the approved list, the program information will self-populate for you.

The text box entitled 'Notes' at the bottom of the page can be used to submit any additional information which you feel is pertinent but does not fit into the required fields. Any notes that you submit will be reviewed and considered by ODR staff.

Upon entering all pertinent information, click the check box to confirm that you have completed the CME hours which you are reporting and then click [Submit Course for Approval]. If you click [Cancel] any previously entered information will be cleared and the course will not be submitted to ODR.

CME Course Information:
[View CME Requirements](#)

Please select the date of completion for the course you wish to submit for approval.

Date of Completion: 3 1 2010

Select Approved Course: Other

If the course you wish to submit is not listed in the approved course list above, please see information in the fields below. If the course is in the approved list, the program information will self-populate for you.

Program Information

Program Title:

City: State:

Instructor:

Sponsor:

Total CME Hours Requested:

Program Topics:

Select one or more topics below that you believe were covered by this course.

☐ Mediation Ethics

☐ Domestic Intimate Partner Abuse (DIPA), Child Abuse, and/or Unresolved Issues

☐ Other

Other topics may include: General mediation skills, family mediation, family systems theory, and psychological and other issues in mediation.

If you submitted a course whose name did not appear in the drop-down menu, a message entitled 'New

Mediator Home

[View Approved Application](#) [Update Contact Information](#) [Report CMEs](#) [Complete Entry](#)

You must use the buttons at the bottom of the pages to save your entries, but you may click on the categories above to navigate through the application. This is a secured site.

New Course Submission

You have submitted a new course for approval by the Nebraska Office of Dispute Resolution. Please mail program agenda or training brochure to the address below. ODR may request additional information for final approval or denial.

The Nebraska Office of Dispute Resolution
P.O. Box 98910

Course Submission' will appear on your screen upon submittal. You will then mail, scan, or fax a copy of the program agenda or training brochure to the address listed in the message. ODR may request additional information for final confirmation of approval or denial.

Completing Biennial Report

Approved Parenting Act mediators shall submit a biennial report to ODR as early as three (3) months before the end of the biennial period, indicating completion of required CMEs, Parenting Act mediation activity, and other relevant information. As such, the online mediator profile management system will not permit submittal of a biennial report without first submitting the required CME hours.

The screenshot shows the 'Mediator Home' interface. At the top, there is a blue navigation bar with links: 'View Approved Application', 'Update Contact Information', 'Report CMEs', and 'Complete Biennial Report'. Below the navigation bar, a message states: 'You must use the buttons at the bottom of the pages to save your entries, but you may click on the categories above to navigate through the application. This is a secured site.' To the right, it says 'Welcome, J Mediator | [Log Out](#)'. The main heading is 'Biennial Report 2009 - 2010'. Below this, a paragraph explains that the Nebraska Parenting Act and the Policy for Approval of Parenting Act Mediators require approved mediators to adhere to the Nebraska Standards of Practice and Ethics for Family Mediators. The form shows 'Submitted for: J Mediator' and a status message: 'All Mediator Continuing Education Hours have been Completed and Approved for Current Period: 2009 - 2010'. A table displays CME hour completion:

Course	Required Hours	Submitted Hours	Remaining Hours
Mediation Ethics	1	3	0
Domestic Intimate Partner Abuse (DIPA), Child Abuse, and/or Unresolved Parental Conflict (UPC)	2	3	0
Other	0	2	0
Total CE Hours	8	8	0

Below the table, a note says: 'Please enter mediation activity below. Required information is denoted with an asterisk.' At the bottom, there is a label 'Select number of parenting plan cases mediated during reporting period:' followed by a dropdown menu showing '--- Select Option ---' and a required field indicator (*).

Once required CME hours have been submitted and approved, click on [Complete Biennial Report] in the light blue menu bar at the top of the page. At the top, you will see a short table which briefly lists how your CME hours were fulfilled. Below that, use the drop down box to select the number of Parenting Act cases you have mediated during the current biennial period.

Completing Biennial Report: Mediation Activity

Select number of parenting plan cases mediated during reporting period: 2-9 *

☐ I attest that I have mediated at least 2 Parenting Act cases. *

Mediation Case 1 Details:

Party 1 Name *

Party 2 Name *

Number of Sessions * Total Number of Mediation Hours *

Date of Final Mediation Session Month Day Year *

Outcome: Select One --- *

Mediation Case 2 Details:

Party 1 Name *

Party 2 Name *

Once you have selected a number range from the drop down box, 2 boxes will appear entitled “Mediation Case 1 Details’ and ‘Mediation Case 2 Details.’ Use these boxes to provide the requested information in the fields provided. All information will be kept confidential and reviewed only by the staff at ODR. Once you have provided all the requested information for both cases, click the check box above to attest that you have mediated the two (2) Parenting Act cases which you are listing.

The final step is to read the Standards and Ethics Attestation statement and to click the check box in order to confirm that you understand and comply.

Review all information you have just entered in your biennial report. If everything is accurate, click [Submit] at the bottom of the page and your completed Biennial Report will be sent immediately to the staff at ODR for review. Clicking [Cancel] will wipe away all information which you previously entered on the page.

Number of Sessions * Total Number of Mediation Hours *

Date of Final Mediation Session Month Day Year *

Outcome: Select One --- *

Standards And Ethics Attestation

The Nebraska Parenting Act and the Policy for Approval of Parenting Act Mediators requires that a adhere to the Nebraska Standards of Practice and Ethics for Family Mediators in order to maintain

☐ I have read the above statement and agree to comply with these standards. *